



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Number: FY15-02
Opening Date: January 15, 2015

VACANCY ANNOUNCEMENT

POSITION: Administrative Services Specialist (Full-Time Permanent)

SALARY RANGE: \$43,640 - \$70,980 (CL 25)
Actual starting salary commensurate with qualifications, salary, and experience.

CLOSING DATE: February 6, 2015

Position Overview: The position is located in the Administrative Services Section of the Clerk's Office. The Administrative Services Specialist performs a variety of administrative functions in the areas of property management and administration of space and facilities, and procurement. The Administrative Services Specialist reports directly to the Administrative Supervisor.

Duties and Responsibilities: Representative duties include, but are not limited to:

- Acts as the Court's Custodial Officer, whereby he/she updates the inventory listing of property, conducts inventory reconciliations and identifies property for disposal;
- Assists in the monitoring of contracts/agreements with the General Services Administration (GSA), including record keeping to track purchases/projects;
- Responsible for updating written policies and procedures under the direction of the Administrative Supervisor;
- Issues the Court's Access Control Security Cards and maintains records of issuances;
- Coordinates time and delivery of purchases/projects; receives and checks deliveries and invoices against purchase orders for type, quantity, condition and specification;
- Liaisons with the General Services Administration regarding office physical needs, such as heating, cooling, lighting, cleaning and vendor visits;
- Monitors and reacts to day-to-day facilities issues, which may involve building systems, technology and grounds;
- Participates in market research for new or replacement office equipment, arrange for maintenance of office equipment; maintain appropriate equipment logs and take routine usage readings; and
- Coordinates Court and office moves and relocation of furniture, furnishings, and equipment; may lift boxes up to 35 pounds; conducts minor installations (i.e. hanging pictures, clocks).

Qualifications: Bachelor's degree is required. To qualify for the position at the CL 25 level applicants must have at least three years of progressively responsible administrative experience, including at least one year of specialized experience equivalent to work at the CL- 24 level, which demonstrates the particular knowledge of property management procedures, systems for tracking inventory, reviewing purchase orders and building management activities.

The successful candidate should possess exceptional interpersonal and organizational skills; be responsible, poised and tactful; demonstrate good judgment and present a professional appearance and demeanor. Further, he/she must be able to work harmoniously with others and communicate effectively, both orally and in writing.

Benefits: A generous benefits package is available and includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Flexible Benefit Program, Long-Term Care Insurance through the Federal Judiciary or OPM, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). The United States Court of International Trade currently offers public transportation vouchers (TransitChek), gym membership, and a Court Achievement Program (CAP).

Conditions of Employment: Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. This appointment is subject to a background investigation. Employees of the U.S. Court of International Trade are "at-will" employees and are required to adhere to the Code of Conduct for Judicial Employees. Electronic Funds Transfer (EFT) is mandatory for payroll deposit.

Application Information: In a cover letter, please specify how you satisfy the qualifications listed above, along with a detailed résumé and 2 letters of professional reference. A complete application should be directed via mail to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, #FY15-02 or via e-mail in Word, WordPerfect, or PDF format to: human_resources@cit.uscourts.gov. Applications must be received (if hand delivered or emailed) or postmarked by the closing date. Only applicants selected for an interview will be notified.